

## Civilian Employees: Things to Consider

- Your new supervisor will assign you a sponsor. Provide them with how best to contact you.
- The gaining CPAC needs information to prepare your PCS orders. Do this first. You will need your PCS orders to make transportation arrangements.
- Provide your sponsor with a copy of your PCS orders. Your sponsor will need them to make some of the arrangements for your arrival in the new location.
- Obtain official and tourist passports for you and your family members.
- If you need more information about your new duty location, ask your sponsor for assistance. Give your mailing address to your sponsor so he/she can send you a Welcome Packet from the local ACS.
- Your sponsor can give you information on housing in the new location. Ask what appliances the Government may issue civilians. Decide what's best to bring with you or store until your return.
- If you have privately-owned firearms, ask your Installation Transportation Office and your sponsor for information on bringing them overseas. There are restrictions.
- Call your local Transportation Office to set up an appointment for shipping your household goods and to obtain information on when and where to ship your car. The sooner you can ship your things, the sooner they will arrive at the new location. It can take 4 to 8 weeks for your car to arrive. When planning to ship a car, keep in mind that you will not get reimbursed for a rental car. There are also restrictions on shipping your POV. Ensure you receive requirements from your transportation office. You also must now have the original certificate of title or a certified copy of the title. If the vehicle is leased or has a lien, you must also present a letter from the lien-holder authorizing shipment.
- Obtain information on car insurance for overseas. Check with your current carrier and check with your sponsor for information on car insurance carriers located overseas.
- Your sponsor can set up your new post office box and mailing address with a copy of your PCS orders. Do a change of address at your losing Post Office and notify correspondents.
- Provide your sponsor with the information needed to make your reservation for temporary billeting.
- Clarify your state's position on paying state income tax while living overseas and obtain forms.
- Get routine medical and dental treatments. Ask for copies of all medical records. Bring at least one month's supply of prescription medicine. If you or a family member requires any special medical needs, inform your gaining CPAC.
- Review information about the Federal health insurance plans for overseas employees. If you currently have an HMO health plan, you must change plans. The CPAC can give you more information.
- If you plan to bring your pets, ask your sponsor to help obtain the necessary information on bringing your pet(s). Most countries require health certificates and some have quarantines. The Government will not pay for pet travel. Check with

the airline for flight requirements. You need to know if your pet(s) will not be able to stay with you in temporary quarters, you will need to reserve kennel space.

- If you have school-age children, ask your sponsor about information on school registration.
- If you will be requiring childcare, ask your sponsor for information on how to contact the Child and Youth Services (CYS) Central Enrollment Registration Office. There could be a waiting list.
- Paycheck allotments will not transfer. Your gaining CPAC will need an SF-1199 for each allotment.
- The CPAC can give you information about a salary advance. Decide if you will want an advance.

### **Medical Care for Civilian Employees:**

As a US civilian employee in an overseas area, you are eligible for medical care in military medical facilities in the overseas area only, on a space-available basis and for a fee. What treatment is available will depend on where you are assigned, but our priority for care is always the same, which is AFTER active duty military members and their families. In most locations, you will not be able to obtain routine dental or optometry care. Depending on patient demand and care availability, other types of care will not be available from military facilities. If you have health concerns, you should discuss this with your gaining CPAC and sponsor in order to make sure that your health care needs will be provided for.

Military medical care is expensive. The fee schedule changes annually. Representative costs for outpatient care ranged from \$160 for family practice to over \$160 for internal medicine, neurology, or emergency room care. That price is all-inclusive, in most cases, of any tests ordered, medications prescribed, and follow-up care needed. Military medical facilities do not provide itemized statements of charges and care, nor do they file with your medical insurance carrier.

You or your family members will probably need to use medical and dental providers on the economy at some point during your tour. Referrals can be obtained from the Tri-Care office of your local military medical facility or from co-workers who have providers they have used and recommend.

Obviously, you will still need health insurance over here. DO NOT count on whatever care you need being available on post. Most insurance carriers are more flexible regarding what kinds of receipts they will accept from Host Country providers. Contact your health insurance carrier for specific forms and instructions on filing overseas claims. You can also obtain more information about the Federal Employees' Health Benefits program from your Civilian Personnel Advisory Center or by reviewing the Office of Personnel Management's Web Site at [www.opm.gov](http://www.opm.gov).

## **Documents to Hand-Carry**

- Passports
- Marriage/Birth Certificates
- Current PCS Orders
- Shipment Papers
- Income Tax Records
- Homeowner Documents
- Social Security Cards
- Children's School Records
- Medical Records
- Credit Card Information
- Insurance Policies
- Wills/Legal Documents
- State Driver's License
- Vehicle Title/Registration
- Bank Statements/Account Info
- SF-50s, Personnel Actions
- Employment/Resume Info
- Leave & Earning Statements